

ANNOUNCEMENT NUMBER: 14-14

POSITION: GSO Warehouseman FSN-2; FP-CC

OPENING DATE: October 1, 2014

CLOSING DATE: October 15, 2014

WORK HOURS: Full time: 40 hours per week

All ordinarily residents (or) applicants (*See Appendix A*) must have the required work and /or residency permits to be eligible for consideration.

The U.S. Embassy, Nassau is seeking an individual for the position of Warehouseman in the General Services Section.

BASIC FUNCTION OF POSITION

The incumbent under the supervision of the GSO Warehouse Supervisor/Assistant Supervisor performs manual labor necessary in the operation and maintenance of the GSO Warehouse where expendables and non-expendables are stored.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Six months of warehouse or manual labor experience is required.
3. English level 4 (fluent) is required.
4. Must have a general knowledge of warehouse operations and accountability, basic knowledge of lifting techniques, and familiarity with shop safety and the use of personal protective equipment (PPE). Basic knowledge of Microsoft Word and Outlook.
5. Ability to assist with organization of warehouse. Should be able to identify furniture items by type and use to better assist with inventory activities. Ability to lift up to seventy pounds. Valid driver's license and ability to learn how to drive a forklift.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff (LES) or Family Member (DS-0174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinary Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a non-sensitive clearance.

SUBMIT APPLICATION TO HUMAN RESOURCES VIA FAX OR EMAIL

Human Resources Office
42 Queen Street
Nassau, Bahamas
Telephone: 242-322-1181
FAX: 242-328-7838
Email: Nassauhr@state.gov

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